



## DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER

2510 WALMER AVENUE

NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 1050.1K  
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16 JAN 2001

### NAVENVIRHLTHCEN INSTRUCTION 1050.1K

Subj: LEAVE AND LIBERTY FOR MILITARY PERSONNEL

Ref: (a) MILPERSMAN, Article 1050

1. Purpose. Mulgate information defining and regulating leave and liberty for military personnel in accordance with reference (a) and processing leave requests.
2. Cancellation. NAVENVIRHLTHCENINST 1050.1 J
3. Scope. This instruction applies to the Navy Environmental Health Center (NAENVIRHLTHCEN) military staff only. Commanding Officers, and Officers in Charge of field activities will develop local procedures for leave and liberty in conjunction with their supporting Personnel Support Detachments.
4. Definitions
  - a. Liberty. is the authorized absence of a member from his place of duty not chargeable as leave. Regular liberty shall normally be in effect after normal working hours. Special liberty generally occurs for other reason such as emergencies, religious event, etc. Reference (a) contains regulations governing the granting of liberty.
  - b. Leave. is the authorized absence of a member from a place of duty, chargeable against the individuals leave account. Leave normally will be granted as requested; however, it sometimes may be necessary to regulate leave to ensure staffing is consistent with workload. The Leave Program is governed by article 1050-010 of reference (a). Types of leave are defined as follows:
    - (1) Earned Leave. Leave accrued to the member's credit as of any given date. Leave is earned at the rate of 2 1/2 days per month.
    - (2) Advanced Leave. Leave granted before its actual accrual to the member's account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty.
    - (3) Excess Leave. Leave granted in excess of earned and advance leave during which the member is not entitled to pay and allowances.

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(4) Emergency Leave. Leave granted for a personal or family emergency requiring the member's presence. Emergency leave is chargeable to the member's leave account.

(5) Retirement. To preclude the loss of leave and to minimize use of accrued leave, leave may be granted at the time of retirement without the necessity of returning to the separation site.

(6) Convalescent Leave. Leave granted to members under medical care for sickness or wounds and not yet fit for duty. This is considered part of treatment and is not chargeable to the member's leave account. The member must submit a request for convalescent leave via the chain of command. This includes maternity leave.

(7) Separation Leave. Leave granted before separation or discharge from the Naval service. The member is processed for separation before departure and is not required to return to a place of separation upon expiration of leave.

(8) Hospitalization While on Leave. Personnel hospitalized (in a civilian or military MTF) or placed "sick in quarters" (SIQ) status by a civilian or military physician while on leave shall not be charged with leave for the period of hospitalization or SIQ status insofar as leave accounting is concerned. Personnel admitted to a civilian MTF or placed on SIQ by a civilian physician shall ensure that the command is notified, as feasibly practical. (See reference (a), article 1050-050.)

(9) Absences Over Leave or Liberty. When personnel are absent more than 1 day over authorized leave, if determined to be unavoidable or absent over 1 day of liberty, if excused as unavoidable, the time in excess of 1 day shall be charged against their leave account. (See reference (a), article 1050-1 10.)

(10) Leave During Temporary Duty or Temporary Additional Duty (TAD). When leave is granted at a TAD station, the original leave authorization shall be forwarded to the parent command for proper accounting. Leave shall be granted with TAD whenever requested and operationally feasible. Requests for leave in conjunction with TAD shall be submitted for approval separately from the TAD request so appropriate accounting can be done. (See reference (a), article 1050-1 60 through 1050-1 70.)

## 5. Policy

### a. Liberty

(1) Regular Working Hours. Regular working hours are from 0730 to 1600, Monday through Friday.

(2) Liberty is granted for short periods of absence from duty such as from the end of regular working hours on 1 day to the start of working hours on the following day. On

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weekends, regular liberty is normally authorized to start at the end of the working hours on Friday, expiring at the start of working hours on Monday. Public holidays extended by the President beyond 3 days are considered regular liberty.

(a) Special liberty is granted outside of regular liberty periods for unusual reasons, such as emergencies, to exercise voting responsibilities of citizenship, for the observance of major religious events, or for special recognition.

(b) A 3-day special liberty starts at the end of normal working hours on a given day and expires with the start of normal working hours on the 4th day. For example, a 3-day special liberty could start at 1630 on Monday and expire at 0730 on Friday.

(c) A 4-day special liberty starts at the end of normal working hours on a given day and expires with the start of normal working hours on the 5th day, and including at least 2 consecutive **nonwork** days. For example, a 4-day special liberty could start at 1630 on Wednesday and expire at 0730 Monday.

(d) The following public holidays are set up by law and shall be observed, except when military operations prevent:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Independence Day

Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

When one of the holidays falls on Saturday or Sunday, and the preceding Friday or following Monday is observed as a holiday, liberty may be granted for the day observed as the holiday.

(3) Special liberty and leave shall not be combined when leaving the immediate geographic area of the duty station. Do not grant liberty periods in succession or use the series by immediately recommencing after return to duty.

(4) Personnel pending nonjudicial punishment, administrative discharge, court-martial, or similar actions, shall not be granted special liberty, except when authorized by the legal officer and the division director.

(5) Military personnel reporting for duty after regular working hours or on weekends may be granted liberty until the start of the next working day.

b. Leave. Experience has shown that vacations and short periods of rest from duty provide benefits to health and welfare, which are essential to maintain maximum effectiveness.

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Members are encouraged to request at least one leave period of 14 days and several shorter periods of leave during the year.

6. Action

a. Liberty

(1) Directors. Each director may grant special liberty to his or her personnel, subject to supplementary directions given by higher authority and consistent with operational requirements.

(2) Requests for 4-Day Liberty. Requests for 4-day liberty may only be granted by the Commanding Officer.

b. Leave

(1) All personnel shall submit a Leave Request/Authorization, NAVCOMPT 3065 (Rev. 2-83), for signature approval in block 23 as follows:

(a) Directors submit to the Executive Officer.

(b) All other military personnel submit to the cognizant director.

(c) Watchstanders submit via the Senior Watch Officer.

(2) Submit approved leave requests to the Administrative Support Office for assignment of a leave control number 10 working days before commencement of leave. Approved leave requests are available at the Information Desk on the last working day before the beginning of the leave period.

(a) Emergency Leave. During normal working hours, requests for emergency leave shall be processed and approved in the same manner as prescribed for regular leave. During nonworking hours, the Command Duty Officer is delegated to approve emergency leave after consulting with respective director or the Executive Officer if director is unavailable. Red Cross notification is not required.

(b) Leave for Duty Personnel. Watches assigned to the member requesting leave after the watchbill has been published are the responsibility of the requestor.

(c) Foreign Travel. Any leave involving travel to foreign countries must be approved by the Commanding Officer, and possibly the Chief of Naval Personnel. (See reference (a), article 1050-250 and 1050-260.)

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(3) Check-in and Check-out. Personnel departing on or returning from leave are no longer required to check-in and check-out in person, or by telephone, with the Command Duty Officer or information desk receptionist.

(a) Each member is cautioned to be in the immediate vicinity of his or her duty station (residence from which the member commutes daily to and from work) upon commencement and termination of leave.

(b) Members unaccompanied by family who are authorized to spend normal liberty periods at their primary residence and whose leave period begins or ends with a weekend liberty period are authorized to check-out and check-in from that residence.

(c) While on leave, personnel must have Part 1 of the Leave Request/Authorization, NAVCOMPT 3065, in their possession.

(d) The member shall enter the time and date of commencement and termination of leave in blocks 27 and 28, as appropriate, noting the time and date on the Leave Request/Authorization. Members are required to sign the entry.

(e) The member shall return Part 1 of the Leave Request/Authorization to the Administrative Support Office at the commencement of the next regular working day subsequent to the termination of leave.

(f) Those personnel who fail to return their Leave Request/Authorization, Part 1, noting check-out and check-in time, date and signature in blocks 27 and 28, shall be charged the full amount reflected on the original leave authorization regardless of the actual amount of leave taken. It is advisable to retain a copy of the Part 1 in case of any leave and earning statement discrepancies.

(4) Day of Departure or Return. Following paragraph 1 article 1050-090 of reference (a), annual leave may commence at any time on a day of duty. If leave commences after the expiration of the member's normal working hours, the day of departure from the duty station is a day of duty not charged as leave. If no duties are scheduled for that day (e.g., regular day off), leave may commence any time during the day. The day of return is counted as a day of leave, except when such return is made at or before the commencement of the member's normal working hours.

(5) Extension of Leave. The member's Director may grant an extension of leave during normal working hours.

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(6) Leave Cancellation. Personnel electing, or directed to cancel leave shall do so in writing to the Administrative Support Office via their chain of command. The original Part 1 must be returned to the leave desk to avoid being erroneously charged leave.

7. Form. NAVCOMPT 3065 (Rev. 2-83), Leave Request/Authorization is available from the Administrative Support Office.



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)

List I (Directors and Deputies)

II (Staff Officer Personnel)

III (Staff Enlisted Personnel)